



EHS Written Practice Directive

Restricted Chemicals and Equipment - EHS Procedures Governing The Purchase of Restricted Chemicals or Equipment

Division: Administration & Finance
Department: Environment, Health, and Safety
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Authority:

Cal/OSHA Title 8 §3203 Injury Illness Prevention Program
Cal/OSHA Title 8 §5209. Carcinogens; Cal/OSHA Title 8 §5203. Carcinogen Report of Use
BAAQMD 2-2-403 and 2-2-406, Authority to Construct; 2-2-407and 2-2-408 Permit to Operate

Objective:

Establishment of a formal process for reviewing and controlling the purchase of certain chemicals and equipment to ensure that they meet safety and environmental regulatory requirements.

Statement:

The procedures below describe a formal process for the required EHS review of certain chemicals and equipment prior to their purchase.

These chemicals and/or equipment have various safety and environmental regulatory requirements that must be met before they can be purchased and/or put into use.

For example, certain regulated carcinogens require registration with CAL/OSHA before they may be used.

Likewise, certain equipment such as large emergency generators must be permitted by the Bay Area Air Quality Management District (BAAQMD) before they can be constructed or operated.

Other equipment such as fire extinguishers and automatic electronic defibrillators (AEDs) must be added to facility maps so that they can be inspected on schedule according to regulations.

This written EHS Practice Directive applies to all employees at SFSU involved in the purchase of materials on the restricted list below.

Please note that it is the responsibility of the purchaser to be aware of and follow this procedure. Failure to do so can lead to regulatory fines for the University and disciplinary action for the individual.

Procedures:

1. Go to EHS website and review the List of Restricted Chemicals and Equipment at:
<https://ehs.sfsu.edu/sites/default/files/documents/List%20of%20chemical%20and%20equipment%20requiring%20EHS%20prior%20approval%20%209-28-23.pdf>
2. If your desired purchase is on the list, fill out:
Form 1 - Request for EHS Approval To Purchase Restricted Chemical or Equipment and
Form 2 - Required Information About Requested Chemical or Equipment at:
https://ehs.sfsu.edu/sites/default/files/documents/Request%20EHS%20approval%20to%20purchase%20restricted%20chemical%20or%20equipment%20form%20%28Form-1%29_0.pdf
3. Send the forms to EH&S at: sfehs@sfsu.edu
4. Wait for letter of authorization or explanation of denial from the EH&S department